

1977

CAPP College Accelerated Program for Police

Nova Southeastern University

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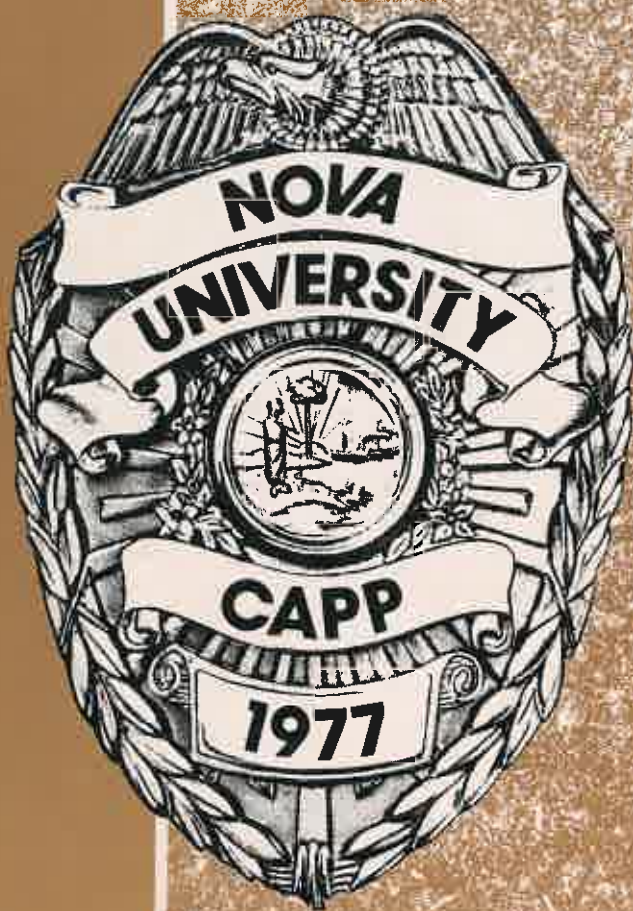
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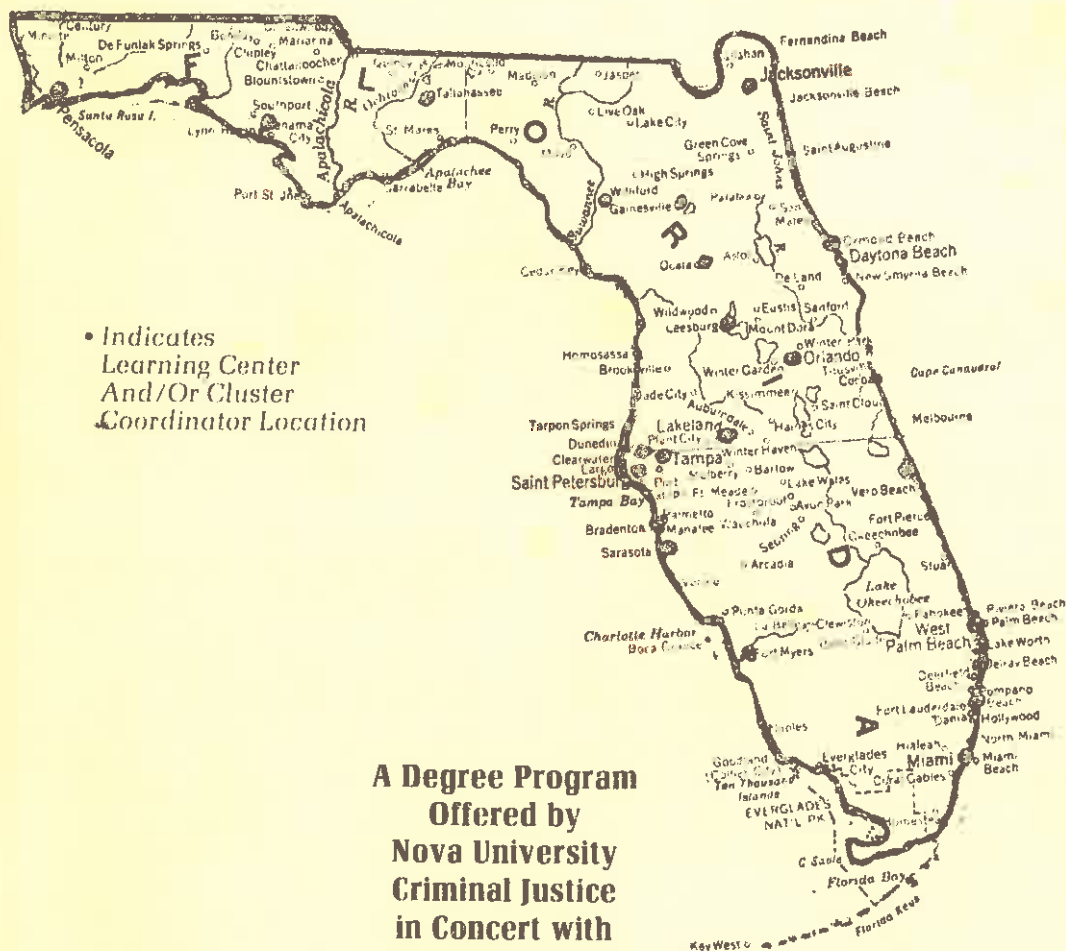
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**NOVA UNIVERSITY
CAPP PROGRAM**

NOVA UNIVERSITY CAPP PROGRAM

**A College Accelerated Program for
Police and Corrections Officers**



**A Degree Program
Offered by
Nova University
Criminal Justice
in Concert with
Florida Police
Benevolent Association**

**NOVA UNIVERSITY
Criminal Justice Program
3301 College Avenue
Fort Lauderdale, Florida 33314
(305)-587-6660 (Broward)
(305)-940-6447 (Dade)**



ABOUT THE CAPP PROGRAM*

The Nova University's "CAPP" program (College Accelerated Program for Police) was originally designed to meet the unique needs of police officers. The University now offers the opportunity for personnel in the total criminal justice system to attain college degrees. The CAPP program emphasizes reduced classroom hours. Related courses are integrated in blocks, and classroom work is supplemented by both programmed study and conventional homework assignments. The program offers students challenge, reward, and intellectual stimulation. Participation by criminal justice personnel in such a program, which supplements actual job performance, provides full preparation for a career in public service.

The program's structure enables criminal justice personnel, attending classes only once a week, to earn baccalaureate degrees in less than four years. CAPP classes are scheduled on a trimester system with 16-week trimesters running from September through December, January through April, and May through August. Each trimester is divided into two 8-week sessions. A student can earn twelve credits per trimester, or a total of 36 credits per academic year.

In the innovative CAPP Program, content areas are merged in blocks to eliminate course redundancy. Master teachers

**Wherever Nova University is used it is understood that this is a joint program between Nova University and its sister institution, New York Institute of Technology. Although the program is Florida based, resources of both institutions will be available to insure a quality program.*

competent in interdisciplinary areas present these courses as integrated fields of inquiry. Course blocks are scheduled in parallel structure and are taught identically in both day and night sessions, allowing criminal justice personnel to attend either session as dictated by their work schedules. Courses are offered at numerous locations and times as indicated in the program schedule.

CAPP classes are held at learning centers throughout the state of Florida.

More information about CAPP can be obtained by contacting the Area Director or calling the Nova University Criminal Justice Department at (305) 587-6660.

ABOUT NOVA UNIVERSITY

Nova University is a non-profit, coeducational institution committed to career-orientated education through teaching and research.

Nova University received its accreditation in 1971, from the Southern Association of colleges and schools, the official accrediting agency for institutions of higher education in Southeastern states. In December, 1975, Nova's accreditation was reaffirmed for 10 years.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, a private, non-profit institution with campuses in Manhattan and Old Westbury, Long Island.

ADMISSIONS AND REGISTRATION

Admission is based on evaluation of educational preparation and the personal abilities necessary for academic success.

Currently enrolled students may be registered entirely by mail. Completed forms should be returned through the mails by the stated dates. New students must register in person at the appropriate locations. Check the CAPP bulletin for the location, day, and hours applicable to individual students.

Application forms may be obtained through the area coordinator or by writing to the Nova University Criminal Justice Department. Admission requires a copy of a high school or equivalency diploma and a high school transcript.

TRANSFER APPLICANTS

Students who have completed programs at junior colleges or who wish to transfer to CAPP from recognized institutions are admitted into the program under the same general procedures as new students. Transfer applicants must furnish an official transcript of their previous educational record; student copies are unacceptable.

Transfer credit will be accepted under the following general rules:

- 1) Transfer credit may be given for courses completed at an accredited college or other qualified institution acceptable to the standards of Nova University.
- 2) Courses must be appropriate to the curriculum of the CAPP program.
- 3) Courses not included in the CAPP curriculum but relevant to the ultimate educational objectives of the student may be credited as electives upon recommendation of the department director.
- 4) Transfer credit is recorded as credit only, and is not computed in the cumulative grade-point average.
- 5) No more than 98 credits may be granted toward the baccalaureate degree for work taken at other institutions, including police academies.

READMISSION OF FORMER STUDENTS

Former students in the CAPP program who wish to return must apply for readmission through Nova University, Ft. Lauderdale, Florida.

LIFE EXPERIENCE CREDIT

There are two ways to acquire college credit for knowledge gained outside the traditional college classroom:

- 1) Police Academy recruit training credit
- 2) Life Experience

POLICE ACADEMY RECRUIT TRAINING CREDIT

A student does not have to apply for Police Academy recruit training credit. Such credit will be automatically awarded to any student who has completed 12 credits in CAPP in good academic standing, and who has submitted a high school diploma or a G.E.D. certificate and official transcripts of any previous college attended. If a student received an official acceptance letter from Nova University, this material has been received. If the letter of acceptance was not received, the student should forward these credentials to the college. **NO CREDIT WILL BE AWARDED WITHOUT THE RECEIPT OF CREDENTIALS.**

LIFE EXPERIENCE CREDIT

Any CAPP student who has completed a minimum of 12 credits at Nova University is eligible to apply for course credit based on the knowledge he has acquired while on the job or in other areas outside the traditional college classroom. A maximum of 60 credits can be earned through life experience and police academy recruit training credits. Application for life experience is made on a course-by-course basis, and there will be a \$10.00 application fee per course. Please note that the \$10.00 fee per request is not refundable. Students should check the merit of all requests carefully before submitting them. Any CAPP student may request counseling in this area. For information and appointments, contact the area coordinator or call (305) 587-6660.

A request for a life experience evaluation is made in the following manner:

- 1) A student examines the college bulletin and selects those courses for which he desires life experience evaluation. A student may apply only for those courses which are necessary for the completion of the Bachelor of Science degree in Criminal Justice, listed in the 1976-1977 handbook.
- 2) For each course where a student feels his knowledge matches the course description, he must submit the following in duplicate:
 - a) A cover sheet with the course number, title, and number of credits. The cover sheet should also contain a short essay explaining how the student's knowledge and experiences have met the course objectives defined in the handbook.
 - b) For each course, a student must submit documentary evidence substantiating his knowledge. The best evidence is usually a certificate of completion of training courses accompanied by course outlines and transcripts. Book lists, licenses, contracts, term papers, and job descriptions are also considered. A student may also submit any other evidence which supports the request. Please note that if a book list is the sole basis of a life experience request, an interview will be arranged in order to evaluate the knowledge gained from the reading. Where appropriate, in-service police training courses can serve as evidence in a life experience request. Attendance at police promotion institutes can also serve as evidence in a life experience request provided that it is supplemented by a course outline showing intensive study in the course area, and should be accompanied by proof of attendance and satisfactory performance on trial examinations.

Applications and fees should be sent to the Nova Criminal Justice Program. Once an application is received, it will be evaluated by a faculty committee, and the results of the evaluation will be sent to the student. Credits granted will be entered on the student's transcript after completion of 24 credits at Nova University in good academic standing. When a

student applies for life experience credit for behavioral science courses he should remember that the faculty evaluations committee is looking not only for evidence of practical knowledge, but for awareness of the views of major theorists about the causes behind those experiences. Requests should demonstrate a knowledge of theories of causation as well as practical experience.

A \$10.00 fee and certificate of training are required.

WITHDRAWAL FROM THE PROGRAM

Students who wish to withdraw from the program should contact a coordinator. Failure to do so may delay transfer to another institution and will prevent release of transcripts.

VETERANS BENEFITS

Veterans representatives are available. New students who want to apply for VA benefits should have the necessary VA-related material at the time of registration. (Currently enrolled students will be approved for each new term at the time of registration.)

Any student who has ever received VA benefits other than a home loan must have his VA file number. An incorrect or unknown file number can cause delays. A student should record his number and use it when making inquiries regarding benefits. This number appears on all checks and communications received from the VA. Since July, 1973, the VA has used the social security number as the claim number.

The Veterans Administration requires that any student who has never used any VA educational benefits must have a copy of his DD 214, copies of birth certificates for all children he wishes to claim as dependents, a marriage certificate, and divorce decrees if either partner has been married more than once.

It is the student's responsibility to notify the VA of changes of address or any additional dependents, and to notify the VA if he stops attending classes. In the event of withdrawal or nonattendance, the college will notify the VA and benefits will cease.

ACADEMIC STANDARDS

A student receives one of the following grades for each course taken during the semester:

GRADE		QUALITY POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Marginal, but passing	1
W	Withdrawn with penalty	0
I	Incomplete	0
F	Failure	0

"I" is a temporary grade which is given by an instructor when a student, due to circumstances beyond his control, is unable to complete all required course work. To assign a grade of I, the instructor must certify that the student's work is passing. Failure to complete course work within the following trimester automatically results in a grade of F. If a student retakes a course instead of completing the course work, the I is also changed to an F.

"W" stands for withdrawn. Any student may withdraw from a course within the first three weeks and receive a grade of W. After three weeks, the student may withdraw with the grade of W if he is passing the course and receives the permission of his instructor. An instructor may assign a grade of W without student consultation in the event that the student has exceeded the number of absences or latenesses allowed by the instructor. Withdrawal from a course prior to the last month of the trimester may result in the disallowance of veterans benefits.

CLASSIFICATION OF STUDENTS BY CREDITS

Freshman	Less than 31 credits earned
Sophomore	31-62 credits earned
Junior	63-96 credits earned
Senior	More than 96 credits earned

Except for graduating seniors, students taking less than 12 credits during a trimester will not be considered full-time students.

GRADE POINT AVERAGES

At the conclusion of each trimester two averages are computed for each student to indicate the general level of his academic standing. The first is called the Quality Point Average (QPA), which indicates the scholarship level for the trimester. The second is called the Cumulative Quality Point Average (CQPA), which indicates the scholarship level for all work taken at the college.

Quality points are awarded for each grade, and multiplied by the number of credits the course is worth. An A is worth 4 quality points, a B is 3, a C is 2, and a D is 1. All other grades earn no quality points. Thus an A in a three-credit course is worth 12 quality points (4 points multiplied by three credits). To compute the quality point average, the total number of quality points is divided by the number of credits taken, thus:

$$\begin{array}{rcl} \text{BES 2401} & \text{A} & 3 \text{ credits} \times 4 \text{ quality points} = 12 \\ \text{BES 2411} & \text{B} & 3 \text{ credits} \times 3 \text{ quality points} = 9 \\ \text{ENG 1010} & \text{C} & 3 \text{ credits} \times 2 \text{ quality points} = 6 \\ \text{ENG 1020} & \text{B} & 3 \text{ credits} \times 3 \text{ quality points} = 9 \\ & & \hline & & 36 \text{ quality points} \\ & \text{Divide by} & 12 \text{ credits} \\ \text{Quality Point Average} & = & 3.00 \end{array}$$

The CQPA, computed in a similar manner, represents all the quality points earned during all the trimesters the student has attended Nova University, divided by the number of credits for those courses where the grades of A, B, C, D, or F were received.

DEAN'S LIST

In accordance with the standards that have been approved by the Division of Continuing Education faculty of Nova University, a matriculated CAPP student who has attained a quality point average of 3.2 during any trimester is eligible for the Dean's List. The Dean's Honor List is published at the conclusion of each trimester, and honors are recorded on the student's transcript.

GRADUATION HONORS

A CAPP student who has completed a minimum of 55 percent of his course work (67 credits) at Nova University with a minimum cumulative quality point average of 3.2 receives the following citations of distinction on his diploma and permanent record based on his academic average:

3.2-3.499	Cum Laude
3.5-3.699	Magna Cum Laude
3.7 and above	Summa Cum Laude

If a student who has transferred to CAPP completes less than 55 percent of his courses here, a preliminary evaluation of his Nova University grade-point average will be made. If that average is 3.2 or above, graduate honors will be based upon an evaluation of the grades earned at Nova University and the grades earned in courses accepted for transfer into Nova University from the student's previous college(s). The academic averages which must be attained for the receipt of different degrees of distinction are the same as those listed above.

PROBATION AND SUSPENSION

The Criminal Justice Program has established a set of academic standards in accordance with the practices and philosophy of the college, as well as the minimal expectations for performance in an adult accelerated degree program.

Students whose cumulative academic averages fall below 2.0 will be placed on academic probation. Probation means that the student's credit load will be restricted to 6 credits per trimester while his average is below 2.0, and that he must meet with an academic counselor. The probationary student is expected to raise his academic average to a minimum of 2.0 within three trimesters or face academic suspension. Suspension means withdrawal from the college. A student will be suspended for failure to attend classes and secure grades in registered courses, or for failure to alleviate probationary status after three trimesters.

ATTENDANCE POLICY

Because of the intensive structure of the CAPP program, regular attendance is required in all courses. The following guidelines will apply:

- 1) One unexplained absence per eight-week session is permitted.
- 2) The second absence must be documented.
- 3) Any student who misses two consecutive classes without acceptable documented proof of absence will be withdrawn from his classes for the sixteen-week period. Veterans should note that notice of this withdrawal will be sent immediately to the Veterans Administration Office and benefits will be terminated as of the last day of attendance.

GRADUATION PROCEDURES

Any CAPP student completing degree requirements must file a Graduation Card indicating his degree intentions at the beginning of his final trimester. The card, along with the graduation fee of \$30, should be sent to the Bursar's Office. These cards are available from the Registrar for the Criminal Justice Program, Nova University. Although CAPP students may complete requirements in any trimester, the actual degree and diploma will be dated in the next graduation period the following June.

TUITION AND FEES

The cost to the student is \$30.00 per credit, \$90.00 per course. An application fee of \$15.00 is required (not refundable). Life Experience Evaluation fee is \$10.00 for each course submitted. **ALL TUITION AND FEES* ARE PAYABLE AT REGISTRATION.**

**PBA Members receive a 20% reduction of tuition fees in lieu of PBA's responsibility in performing administrative services.*

REFUNDS, WITHDRAWALS, CHANGES OF COURSES

Where a refund, withdrawal, or change of course is necessary, the following procedures must be followed:

1. Withdrawals

- a) A student withdrawing from a course during the first (3) weeks of the term will receive an automatic grade of W (withdrawn). All withdrawal requests must be made in writing and submitted to the Director of the CAPP Program, Nova University, 3301 College Avenue, Ft. Lauderdale, Florida 33314.
- b) After three (3) weeks, a student may withdraw from a course without penalty and be assigned a grade of W (withdrawn) provided he is doing passing work and has the permission of his instructor. If approved, the instructor will officially submit a withdrawal notice to the Director of the CAPP Program.
- c) A student who wishes to withdraw from the college must notify the Director of the CAPP Program in writing.
- d) Withdrawal from a course or from the college does not in itself constitute a reason for an automatic refund.

2. Refund Policy

Tuition is computed with the assumption that a student will remain throughout the academic term. No part of the tuition can be refunded for withdrawal without the special approval by the Committee on Refunds. Requests for refunds must be made in writing and directed to the Local Cluster Coordinator or Director, Criminal Justice Program, Nova University, 3301 College Avenue, Ft. Lauderdale, Florida 33314. Refunds will be based on the postmarked date of written notification and not on the last date of attendance. In the event of a refund, the schedule of refunds, except nonrefundable application fees, is as follows:

- a) Withdrawal from the first day of registration up to and including two weeks after first day of term—70% of tuition.
- b) Withdrawal from two weeks and one day up to and including three weeks after term opens—50% of tuition.
- c) Withdrawal from three weeks and one day up to and including three weeks after term opens—30% of tuition.
- d) Withdrawal after more than four weeks—no refund.



COURSE DESCRIPTIONS

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Behavioral Science

BES 2401 Introductory Psychology 3

An introduction to selected concepts, methods, and vocabulary of psychology. Focus of study is on the individual and the conditions which influence his behavior. Topics include: biological foundations of behavior, growth and development, learning, individual differences, perception, and motivation.

BES 2405 Anthropology* 3

An introduction to the study of ancient man and primitive cultures. Major topics include: the origins and evolution of man; the evolution of different cultural forms in terms of craft and technology, magic, religion, and government.

BES 2411 Introduction to Social Relations (Sociology) 3

An analysis of the social and cultural forces which govern human behavior. The principal topics include: social interaction and organization; socialization processes; primary groups and the family; associations, bureaucracy and other social institutions; collective behavior; population and ecology.

BES 2415 Social Psychology* 3

An analysis of the structures and properties of human groups. Topics include group formation, development of role relationships, intragroup and intergroup conflict, factors influencing group effectiveness, the role of motivation and attitudes in group processes. **Prerequisite:** BES 2401.

- BES 2421 Measurement Concepts*** 3
- The construction, validation, and interpretation of test results. Group and individual tests of aptitude, intelligence, and personality are analyzed. Each student will develop and administer a measure for a specific diagnostic or research purpose. **Prerequisite:** BES 2401.
- BES 2425 Marriage and the Family*** 3
- The course covers historical changes in family patterns, contemporary family life in different cultures and subcultures, evolution of the American family pattern, functions of the family, the family as primary group, kinship patterns, nuclear and extended families. Other topics include: dating, mate selection, family disorganization, and marital success. **Prerequisite:** BES 2411.
- BES 2430 Statistics for Behavioral Sciences*** 3
- Topics include: descriptive statistics; principles of probability and sampling; statistical estimation; simple correlation; analysis of variance; and small sample techniques. **Prerequisites:** BES 2401 and Math 3017 or equivalent.
- BES 2435 American Urban Minorities** 3
- An in-depth analysis of the diverse ethnic structure of the urban community. Major attention is given to Negro, Puerto Rican, and Mexican groups. Topics include a survey of each group's social and economic structure; an examination of ghetto conditions and their effects; the impact of urban conditions on the new arrival; a comparison with the adaptation and treatment accorded earlier migrants; the validity of the "melting pot" concept; and a comparison of the life styles of various minority groups. **Prerequisite:** BES 2411.
- BES 2440 Human Development*** 3
- The study of human growth and development. The course is designed to give the student an understanding of children and adolescents and how they change in the course of passing through the major phases of growth. Emphasis is placed on physical, emotional and personality development with an aim toward understanding the period of human growth on which adulthood is founded. **Prerequisite:** BES 2401.
- BES 2445 Theories of Personality** 3
- A survey of the major theoretical approaches to understanding the development, structure, and dynamics of personality. **Prerequisite:** BES 2401.
- BES 2450 Human Relations in Industry*** 3
- Attention is given to leadership, motivation, morale, supervision, communication, problem solving, and decision making in government and industry. Role-playing techniques are used to depict and vitalize specific problems. **Prerequisites:** BES 2401, BES 2411.

**Elective course. Consult curriculum for requirements of individual specialties.*

BES 2451 Behavioral Sciences in Marketing*

3

An investigation of the behavioral science disciplines as they affect marketing decisions. Consideration of such fields as psychology, sociology, and anthropology as the basis for studying consumer motivation and behavior. **Prerequisite:** BES 2401.

BES 2453 The Institutional Community*

3

The study of an institution as a functional community. Special emphasis is placed on closed institutions such as the prison and the mental hospital. The course treats the problems of adjusting to the institutional environment, the development of an inmate culture, systems of social stratification, normative order, and systems of conformity.

BES 2455 Urban Society*

3

A sociological analysis of modern urban ways of life. The formation of the core city, suburbs, metropolitan areas, and giant urban areas (megalopolis); the development of slums and the social problems which attend slum conditions. Also problems of urban renewal, transportation, integration of community functions, ethnic distribution, social stratification, and land usage. **Prerequisite:** BES 2411.

BES 2457 Collective Behavior*

3

An examination of collective behavior as a social phenomenon. A descriptive analysis of the characteristics of different types of crowds; their response to social and economic forces and their response to propaganda and other forms of manipulation. Special emphasis is placed on the role and functioning of law enforcement agencies controlling and regulating crowds. **Prerequisites:** BES 2401, BES 2411.

BES 2460 Communication and Interviewing Techniques

3

The examination of communication from various standpoints, as illustrated by different types of interviews. Interview techniques employed for personnel selection are compared with those used in interrogation and those used for therapeutic purposes. Practice in interviewing.

BES 2465 Abnormal Psychology*

3

A study of mental health and abnormal behavior. The topics covered include: definitions of mental health and mental illness; problems of adjustment; the causes, diagnosis, treatment, and prevention of mental disorders. Case studies supplement and illustrate the theoretical parts of the course material. **Prerequisite:** BES 2401.

BES 2473 Juvenile Delinquency

3

An inquiry into the causes of juvenile delinquency, the social and psychological factors involved in the predictive studies and theories concerning the development of delinquency. Topics also include formation of youth gangs, methods of coping with gang activity, the types of crime committed by children and youth, narcotics problems, neglected and retarded children, the youthful offender and wayward minor, the operation of the Children's Court, and crime prevention programs. **Prerequisite:** BES 2411.

**Elective Course. Consult curriculum for requirements of individual specialties.*

BES 2475 Social Problems

3

A sociological analysis of social problems. The problems studied include: crime, juvenile delinquency, mental illness, alcoholism, narcotics addiction, homosexuality and poverty. The course examines the role of modern society in fostering social movements, fads, emotional problems, and deviations in social development. **Prerequisite:** BES 2411.

BES 2477 Criminology

3

An examination of crime and theories of crime causation. Topics include the white-collar criminal, the professional criminal, and the structure of organized crime. The criminal justice process is analyzed, including the role of the police, the criminal courts, the probation officer, correctional services, and the re-entry of the offender into society. **Prerequisite:** BES 2411.

BES 2480 Human Factors*

3

The integration of human components in man-machine systems. Interest centers on designing a man-machine system which makes optimum use of human sensory and intellectual capabilities. Special topics: vigilance and fatigue; displays and training devices; system evaluation from the standpoints of feasibility and maintenance. **Prerequisite:** BES 2401

BES 2494 Introduction to Social Work*

3

A survey of the various approaches and orientations to the general field of social work. Consideration is given to case work, group work, and community organization as well as to the interrelationship of psychology, sociology, and anthropology to the social work profession with accompanying field placements. **Prerequisites:** BES 2401 and 2411.

BES 2497 Introduction to Counseling*

3

Theories and practical techniques of counseling, including advisement, guidance, and supportive psychotherapy by both directive and nondirective methods. Counseling is considered both as a career in itself and as a component of one's job in such fields as teaching, business and personnel management, health occupations, social work, and the law. **Prerequisite:** BES 2445.

Criminal Justice Specialization

BES 2300 Law of Evidence*

3

An explanation and an analysis of the rules of evidence. The course treats recent U.S. Supreme Court decisions concerning the rights of the citizen against unreasonable search and seizure; the rules for giving testimony and the protecting and safeguarding of evidence. In addition to instruction in the law of evidence, time is devoted to visiting court, and demonstrations of proper and improper presentation of evidence. **Prerequisite:** BES 2301.

BES 2301 Criminal Law & Proceedings

3

A study of the elements of the penal law particularly relevant to police officers, including a review and analysis of major criminal offenses, with consideration given to the available defenses and judicial interpretations.

**Elective Course. Consult curriculum for requirements of individual specialties.*

BES 2315 Introduction to Criminal Investigation* 3

A study of techniques and resources for investigating criminal acts, interrogation of complainants and witnesses, protecting evidence, and preparing a case for court. The course includes police organization for investigating crimes, modus operandi, and sources of police information. The course also surveys the history and philosophy of criminal investigation, the ethical standards and the responsibilities of the investigator. **Prerequisite:** BES 2305.

BES 2320 Police and Community Relations* 3

This course analyzes the complex relationship between police and community, community attitudes toward police, the efforts of the police organization to create a more favorable public image, the emergence of a civil rights and civil liberties movement, and the contribution of the individual police officer to police-community relations.

CJ 2396-2397 The Administration of Justice I & II 6

An interdisciplinary foundations course in the administration of justice dealing with the individual in society, freedom and order, law and justice, social continuity and social change, and the changing nature of the criminal justice field.

CJ 2398-2399 The Administration of Justice III & IV 6

A continuation of CJ 2396-2397.

SS 2705 Government and Metropolitan Problems 3

The first part comprises the political framework: state governmental structure, its functions, services and financing; local, rural and urban government; structure, service and functions. The second half focuses on metropolitan problems and their interaction with metropolitan government: housing, schooling, transportation, sanitation, pollution, and taxation. Social parameters stemming from ethnic, religious class, and employment factors, among others, will be interwoven in the analysis. **Prerequisite:** SS 2700.

Business

BUS 3400 Introduction to Marketing 3

Study of the process by which goods are transferred from place of origin to place of consumption. The role of marketing institutions in the economy and the channels through which goods flow from producer to consumer. An awareness of current developments in the socio-economic realm in which the marketing process is conducted.

BUS 3511 Accounting I 3

Basic accounting fundamentals; double entry principles; use of control accounts and subsidiary ledgers; introduction to theory and practice of accounting from the proprietorship, partnership, and corporation standpoint; entry of fundamental business transactions; posting; taking a trial balance; preparation of simple forms of profit and loss statements and balance sheets.

**Elective course. Consult curriculum for requirements of individual specialties.*

Communication Arts

CA 5437 Introduction to Advertising* 3

A survey of modern advertising, covering the major media; print, radio, and television. Comparison of media for utility, impact, and effectiveness as a vehicle for advertising. Principles of good advertising copy and production. Advertising ethics.

CA 5578 Mass Communications in Society* 3

The communication process in terms of the source, the medium; the context, the audience, and impact. Ethics and responsibilities of mass communications media.

CA 5593 Public Relations and Publicity* 3

Principles, methods, and procedures for establishing and continuing favorable public relations between stations, networks, and institutions depending upon these outlets for publicity. The relationship between public relations and mass media. Open to juniors and seniors only.

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English

ENGL 1010 College Composition I 3

Instruction and application of the principles and skills involved in effective expository writing. Readings introduce the student to the major literary genres.

ENGL 1020 College Composition II 3

Continuation and expansion of English 1010, including introduction to poetry. Library usage and skills reviewed. A documented research paper is developed. **Prerequisite:** Engl 1010.

SPCH 1033 Fundamentals of Public Speaking 2

Study through practice of the fundamentals of speech with training in methods of obtaining and organizing material and presenting speeches effectively. Each student delivers several speeches before an audience.

SPCH 1035 Speeches for All Occasions 1

Study and practice of basic types of speaking situations and speeches not included in Spch 1033. Fundamentals of Public Speaking. **Prerequisite:** Spch 1033.

**Elective course. Consult curriculum for requirements of individual specialties.*

ENGL 1050 Prose Fiction **3**

An intermediate course in the forms of argument and narration. Outside readings supplement individual assignments. Required of all students. **Prerequisite:** Engl 1020.

ENGL 1060 Drama **3**

An intermediate course in the elements and analysis of drama. Outside readings supplement individual assignments. Required of all students. **Prerequisite:** Engl 1050.

ENGL 1070 Survey of American Literature* **3**

An introduction to such major nineteenth century writers as Poe, Hawthorne, Emerson, Thoreau, Melville, Whitman, James, and Twain. All forms of literary expression, except the novel, are analyzed in terms of their historical milieu and consequent cultural significance. **Prerequisite:** Engl 1060 or premission of department chairman

ENGL 1072 Writing for Publication* **3**

An advanced writing course, with special emphasis on publishable work for newspapers and magazines. Students interested in writing for college publications and those seriously committed to their own writing improvement are especially encouraged to take this course. **Prerequisite:** Engl 1010.

ENGL 1081 Modern American Novel* **3**

A study of the American novel during the first half of the twentieth century. Novelists studied include Crane, Dreiser, Lewis, Fitzgerald, Hemingway, Faulkner, and Wolfe. **Prerequisite:** Engl 1060 or permission of department chairman.

ENGL 1100 Literature Seminar* **3**

An advanced course which explores in depth each semester one major literary figure, or one historical period, one movement, one literary type, one work, or the writing of literature in the areas of fiction, nonfiction, poetry, drama. The subject will vary from offering to offering; a student may repeat the seminar but not any one given course content. **Prerequisite:** three semesters of English and consent of the instructor.

Mathematics

MATH 3011 College Algebra and Trigonometry* **3**

The first college mathematics course for students in a Bachelor of Science program. Topics include statements and sets, ordered fields, mathematical induction, sequences and series, algebra of vectors, plane analytic geometry of points and lines, functions, field of complex numbers, graphs of polynomial functions, exponential and logarithmic functions, circular functions and trigonometry, relationships of vectors with trigonometry and complex numbers, analytic geometry and matrices, space geometry, and probability. **Prerequisite:** consultation with counselor.

**Elective course. Consult curriculum for requirements of individual specialties.*

MATH 3015 Introductory Concepts of Mathematics 3

A college mathematics course for students in a Bachelor of Fine Arts program. Emphasis is placed on those mathematical topics which would be useful to a student of communication arts in today's modern world. An historical and heuristic approach is given in the topics of algebra and geometry. **Prerequisite:** Math 3001 or equivalent.

MATH 3017 Introduction to Probability* 3

Functions, curve equation relationship, set theory, random events, probability functions, mathematical expectation, conditional probability, special distributions (e.g., Binomial, Normal, Gamma, t, F) and notion of a statistic. **Prerequisite:** Math 3011.

Science

PSCM 4004 Physical Science and Correlated Mathematics* 3-9

A modern courseblock approach to accelerated education at reduced cost with no sacrifice of standards. Interdisciplinary course offers four different options for credit to suit individual needs. Although designed for nonscience, nontechnology majors, the courseblock may be used for degree credit in lieu of 4005 (Survey of the Physical Sciences), 1010 (English Composition I), and/or 3011 (Algebra and Trigonometry).

PHYS 4005 Survey of the Physical Sciences 3

A survey course in the physical sciences for the nontechnological student. Topics include the concept of motion, electricity and light, matter, atoms, nuclei, and the solar system.

LS 4420 Introduction to the Life Sciences 3

A survey course for the nonscience major dealing with both the principles and problems of the life sciences and emphasizing the need for a coordination of all disciplines to meet the threats to man's life on the earth.

CPTR 5641 Computer Concepts 3

A course designed to provide an understanding of what the computer can do and how it does it for the nontechnically oriented student. This course covers the basic concepts of computer operation and programming, applications of computers and the effects of computers on society.

LS 9500 Environmental Sciences 3

A multidisciplinary survey of the environmental and ecological sciences. The evolution of the modern environment and man's effect on it with resultant interactions are discussed. **Prerequisite:** LS 4420 or LS 9501.

**Elective course. Consult curriculum for requirements of individual specialties.*

Social Sciences

SS 1510 Problems of Philosophy

3

An introduction of philosophy by way of selected problems from various areas of philosophy. Topics include: the nature of a prior knowledge and of scientific explanation, the existence of God, whether or not there can be moral knowledge, and the problem of free will. The course objective is to acquaint students with these philosophical issues and, through detailed discussion, to teach students how to analyze ideas critically.

SS 1541 Philosophy of Science

3

A critical examination of the most fundamental issues in science. The course seeks to elucidate the meaning of the concept of science, the process of hypothesis formation, the basis of verification and falsification, the conceptual distinction between "fact" and "theory," and the role of empirical verifiability both in the physical sciences and the social sciences. The meaning and value of inductive logic and deductive logic will be carefully analyzed.

SS 2011 Basic Economics

3

A basic introduction to economic analysis, with emphasis on the problems and issues of a modern economy.

SS 2060 Labor Economics*

3

A history of the origins, aims, and evolution of unions in the U.S. Special emphasis will be placed on employment, productivity, and inflation. Empirical data will be presented for class study of the actual accomplishments of unions. **Prerequisites:** SS 2020, or SS 2011 with permission of Social Sciences department chairman.

SS 2072 Money and Banking*

3

The structure and function of the banking system in the United States; the use of monetary policy in the regulation of the national economy. The role of the Federal Reserve System. **Prerequisite:** SS 2010, or SS 2011 with permission of Social Sciences department chairman.

SS 2100 Seminar in Economics*

3

Selected topics in economics

SS 2500 American History I

3

The political, social, cultural, and economic factors pertaining to American History and civilization up to the year 1865. Two major areas of study are the colonial era through the American Revolution, and the nineteenth century.

SS 2510 American History II

3

A survey of American History from 1865 to the present. Particular attention is given to the various political movements, the four major wars, America's position as a world power, and her role in international affairs. Effects of the growth of labor unions and corporations as integrated into merging historical patterns. **Prerequisite:** SS 2500.

**Elective course. Consult curriculum for requirements of individual specialties.*

SS 2521 World History I

3

A survey of history from the beginnings to about 1650 A.D., including Ancient Egypt, Mesopotamia, the Persian empires, the Indus Valley civilization, early Greek developments, the first Chinese dynasties, the flowering of Greece, the spread of Hellenistic culture, and Rome. The course then proceeds to considering the expansion of the Indian and Chinese civilizations, the barbarian invasion, Islam, Medieval Europe, the Turkish and Mongol conquests, Japan, Southeast Asia, Africa, and the Americas. Finally, the Period of Discovery, the Renaissance, Reformation and Counter Reformation are examined.

SS 2531 World History II

3

Starting about 1650, this course covers the emergence of Russia and the Americas, events in Islam and the Far East to 1700, the Enlightenment period and the French Revolution, attendant events in the Western Hemisphere, Russia and Asia. The Industrial and French Revolutions are studied with their consequences on Europe, Africa, Asia, and the Americas. Both World Wars and their worldwide repercussions are analyzed with due emphasis on the non-Western world. The approach stresses broad sociocultural factors. **Prerequisite:** SS 2521.

SS 2700 American Government and Politics

3

An introduction to the processes of the American form of government. The nature and structure of government, its characteristics and functions; the intimate relation of government to other interests.

SS 2708 Government and Business*

3

A consideration of relationships between business enterprise and the societal and political milieu in which these enterprises operate; new concepts in business ethics and corporate responsibility; governmental regulation of business activity.

**Elective course. Consult curriculum for requirements of individual specialties.*

SS 2740 American Society and Judicial Behavior*

3

This course covers changing values and patterns of judicial behavior, Federal courts and the power of judicial review, fundamental constitutional principles, nationalization and enforcement of the Bill of Rights, the Supreme Court's policy-making role and its effect on economic policy, and the controversy over the arbiter role of the court. Included will be an analysis of constitutional development of rights and duties of the people, and the role of the government as an institution. **Prerequisite:** SS 2700.

SS 2790 Seminar in Political Science*

3

Selected topics in political science. **Prerequisite:** SS 2700, SS 2705.

**Elective course. Consult curriculum for requirements of individual specialties.*



THE CAPP CURRICULUM

The CAPP Curriculum

Course Offerings Leading to Bachelor of Science Degree in Criminal Justice (Police Science or Corrections)

COURSE AREAS	NUMBER	TITLE	CREDITS	
English & Speech (required)	1010	College Composition I	3	
	1020	College Composition II	3	
	1050	Prose Fiction	3	
	1060	Drama	3	
	1033	Fundamentals of Public Speaking	2	
	1035	Speeches For All Occasions	1	
		Total Credits		15
Social Science (required)	1510	Problems of Philosophy	3	
	1541	Philosophy of Science	3	
	2011	Basic Economics	3	
	2521	World History I	3	
	2531	World History II	3	
	2700	American Government & Politics	3	
		Total Credits		18
Science (12 Credits required)	4005	Survey of the Physical Sciences	3	
	4420	Introduction to the Life Sciences	3	
	5641	Computer Concepts	3	
	9500	Environmental Sciences	3	
		Total Credits		12
Behavioral Sciences (required)	2401	Introductory Psychology	3	
	2411	Introduction to Social Relations	3	
	2435	American Urban Minorities	3	
	2445	Theories of Personality	3	
	2460	Communications & Interviewing Tech.	3	
	2473	Juvenile Delinquency	3	
	2475	Social Problems	3	
	2477	Criminology	3	
		Total Credits		24

Behavioral Sciences	2405	Anthropology	3	
	2415	Social Psychology	3	
Electives**	2425	Marriage and the Family	3	
(9 Credits	2440	Human Development	3	
chosen from:)	2450	Human Relations in Industry	3	
	2451	Behavioral Sciences in Marketing	3	
	2455	Urban Society	3	
	2465	Abnormal Psychology	3	
		Total Credits		9
Criminal Justice	2705	Government & Metropolitan Problems	3	
(Required)	2730	Basic Legal Concepts	3	
	2301	Criminal Law & Proceedings	3	
	2396-7-8-9	The Administration of Justice	12	
		Total Credits		21
Criminal Justice	2300	Law of Evidence	3	
Electives**	2550	Black Man in America	3	
(6 Credits	2740	American Society & Judicial Behavior	3	
chosen from:)		Total Credits		6
Police Science	2305	Police Administration	3	
Specialty	2310	Patrol Function	3	
	2315	Criminal Investigation	3	
OR	2320	Police & Community Relations	3	
		Total Credits		12
Corrections	2355	Correction Administration	3	
Specialty	2360	Principles of Correction	3	
	2453	The Institutional Community	3	
	2457	Collective Behavior	3	
		Total Credits		12
Math*	3011	College Algebra & Trigonometry	3	
(Recommended)	3017	Introduction to Probability	3	
		Total Credits		6
Free Electives**		Total Credits		11
TOTAL CREDITS FOR DEGREE				128

*NOTE: Students who expect to attend graduate school are advised to consider math a required course.

**Consult course descriptions for additional electives.



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